

MANAGEMENT IMPROVEMENT THROUGH
RECORDS MANAGEMENT - FISCAL YEAR 1954

1. EFFECTED SAVINGS OF \$228,480 BY THE TRANSFER OF INACTIVE RECORDS FROM OFFICE SPACE TO THE RECORDS CENTER.
2. DEVELOPED AND ISSUED STANDARDS FOR THE OPERATION OF A DECENTRALIZED RECORDS MANAGEMENT PROGRAM IN THE FORM OF THE "RECORDS MANAGEMENT PROGRAM GUIDE" - HB
3. CONDUCTED A TRAINING PROGRAM FOR THE AREA RECORDS OFFICERS IN VITAL MATERIALS PROCEDURES.
4. DEVELOPED A NEW CORRESPONDENCE HANDBOOK TO PROVIDE MORE EFFICIENT STYLE STANDARDS AND CORRESPONDENCE PROCEDURES.
5. STREAMLINED CORRESPONDENCE TECHNIQUES THROUGH THE USE OF LETTEREX RESULTING IN AN ESTIMATED ANNUAL SAVINGS OF \$44,000 IN OPERATING COSTS.
6. DEVELOPED STANDARDS FOR INSTALLING REPORTS MANAGEMENT PROGRAMS THROUGHOUT THE AGENCY.
7. DEVELOPED A STANDARD SYSTEM FOR CLASSIFYING AND FILING CORRESPONDENCE RECORDS, AND INSTALLED THIS SYSTEM IN EIGHT OFFICES.
8. ESTABLISHED STANDARDS FOR FILING SUPPLIES.- RESULTING SAVINGS - \$24,528.
9. ESTABLISHED EQUIPMENT STANDARDS FOR CORRESPONDENCE RECORDS. THIS REDUCED THE NUMBER OF TYPES OF CABINETS FROM 17 TO 6.
10. ESTABLISHED FIVE-DRAWER, NON-INSULATED CABINETS WHEN SAFE CABINETS ARE NOT REQUIRED. THIS PROVIDED 25% MORE FILING SPACE.
11. ELIMINATED OBSOLETE AGENCY FORMS AND CONSOLIDATED OTHERS TO PROVIDE AN ESTIMATED ANNUAL SAVINGS OF \$88,960.
12. DEVELOPED DISPOSITION PLANS FOR 7 MAJOR ORGANIZATIONAL UNITS, THUS PROVIDING FOR THE REMOVAL OF INACTIVE RECORDS FROM OFFICE SPACE.
13. PROMOTED THE CONSTRUCTION OF A MODERN RECORDS CENTER.
14. SURVEYED ALL MICROFILMING EQUIPMENT AND MICROFILM PROJECTS TO DETERMINE UTILIZATION OF EQUIPMENT AND EFFICIENCY OF OPERATION.
15. INCREASED THE EFFECTIVENESS OF THE VITAL MATERIALS PROGRAM BY DEVELOPING DEPOSIT SCHEDULES FOR ALL OFFICES AND BY ELIMINATING DUPLICATION OF DEPOSITS BY DIFFERENT OFFICES.
16. DEVELOPED A DUAL PURPOSE DESK TRAY AND STORAGE CONTAINER TO REDUCE AMOUNT OF FILE CABINET SPACE REQUIRED FOR OVERNIGHT STORAGE OF WORKING PAPERS. SAFE-TYPE CABINET SPACE VALUED AT \$31,416 WILL BE RELEASED.

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